



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Major/Pathway Change Policy
Department	Registrar's Office
Policy Editor	Kristi Hayes, Registrar
Request Type	New ☐ Amended ☒ Removed ☐ Reviewed ☐

OBJECTIVE (Briefly state your purpose.)

Provides policy and procedure for the change of major or pathway of a student in Banner Web.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

The Gordon State College Policy website at https://www.gordonstate.edu/documents/departments/institutional-effectiveness/Major-Advising_Pathway_Change_Policy_-_FINAL.pdf

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

This policy will be posted to the Gordon State College Policy website and communicated in accordance with GSC Policy - Formulation and Issuance of College Policies Section VI.

Authorizations

Dean or Supervisor Signature and Date:

Kristi Hayes

Digitally signed by Kristi
Hayes
Date: 2021.05.14 15:53:15
-04'00'

Cabinet Sponsor (VP) Signature and Date:

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.05.17 08:19:48
-04'00'

President Signature and Date:

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.05.17 08:20:33 -04'00'

***Policy Template must be submitted with this form.**

Policy Number: _____

Policy Title: Major/Pathway Change Policy

POLICY:

The Registrar's Office will process requests from students who wish to change their major or their advising pathway.

PROCEDURE:

The student will complete the online Major/Pathway Change Request Form via Banner Web to change his/her major/pathway and/or advisor. Upon receipt, the Registrar's Office will process the requested change in Banner and submit the decision in the online major/pathway change, which will generate an automated email to the student and Office of Financial Aid with the decision of the requested change.

It is strongly recommended that students discuss, with an advisor, his or her intent to change their major/pathway prior to taking this action.

Request for major/pathway changes submitted to the Registrar's Office after the end of the drop/add period at the beginning of the semester will be effective for the following semester. Administrative overrides of the deadline are allowed if the major/pathway change is needed for financial aid, graduation or VA benefit certifications.

*Policy Approval Form must be submitted with this form.